



VACANCY ANNOUNCEMENT **Translator (USLO)**

Announcement Number: V-14-058

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs), American Citizen Residents – All Agencies

POSITION: Translator, FSN-08; FP-06

OPENING DATE: September 22, 2014

CLOSING DATE: October 6, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: For Ordinarily Resident (OR) in UAE: AED 118,399 per annum
(Benefits are paid in addition to salary)

For Not-Ordinarily Resident (NOR): US \$45,185 per annum
(Position grade FP-06, to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see definitions below) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

- Appointment Eligible Family Members (AEFMs) (as defined below) of U.S. Government Employees assigned to the Mission under Chief of Mission Authority are eligible for consideration.
- A U.S. Citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to post.
- USEFM applicants must be within 30 days of scheduled arrival at post from the closing date of this vacancy announcement to receive consideration because of the urgent requirement to fill this position.
- USEFMs at post must have at least one year remaining on their sponsoring employee's tour of duty from the USEFM's hiring date.

The U. S. Embassy in Abu Dhabi is seeking an individual for the position of Translator, (Position No. USLO-09) in the United States Liaison Office (USLO).

BASIC FUNCTION OF POSITION

Translates incoming official documents, including letters, policies, guidance, and Diplomatic Notes, from Arabic into English and English into Arabic, as required. Maintains the UAE USLO Correspondence Tracking system, to include translating English text into Arabic, properly formatting text in both languages and maintaining databases of incoming and outgoing notes. Incumbent is also responsible for tracking incoming visitors and processing all required paperwork to ensure a smooth transition through the UAE.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Unqualified applicants will not be considered.

EDUCATION:

- High School graduation is required. Some completed university coursework in Linguistics, English Language Studies, International Relations, Diplomacy, Political Science, Economics, or Business Management is required.

EXPERIENCE:

- At least three years of experience in English-Arabic and Arabic-English interpreting/translating is required. Prior experience in diplomatic work is helpful.

LANGUAGE: (this will be tested)

- Level IV (advanced translator/interpreter) Speaking/Reading/Writing Arabic is required.
- Level IV (advanced translator/interpreter) Speaking/Reading/Writing English is required.

KNOWLEDGE:

- A broad knowledge of a wide range of specialized vocabulary (e.g., military, legal, economic, political, protocol, etc.) to translate and/or to participate in any conversation, meeting, with fluency and precision.
- Knowledge of U.S. military structure, components, USCENTCOM, and other DoD agencies.
- Knowledge of U.S. military foreign sales items, military technology, and with U.S. military sales contractors.
- Knowledge of USLO's mission, organization, databases, data acquisition procedures, communication capabilities, and relationships within the UAE.
- An understanding of the methods of operation of the UAE government, and a thorough knowledge of the forms of official correspondence, including diplomatic notes.

SKILLS & ABILITIES:

- Simultaneous interpreting capability Arabic-English and English-Arabic.
- Must grasp ideas spoken and heard only once and express these ideas in Arabic or English instantly, accurately, and completely in the appropriate style and with the original intent of the speaker.
- Ability to translate Arabic documents into English with nearly the spelling, punctuation, and syntax accuracy of a well-educated native English speaker.
- Ability to cope with stress while translating/interpreting is required.
- Excellent interpersonal skills, social sensitivity, sound judgment, and capability of working smoothly with others in a sensitive environment.
- Should be able to read Arabic rapidly and identify and extract material that is likely to be of interest to the Ambassador, and other mission officers.
- Requires a degree of political sensitivity, as well as, purely linguistic skills and flexibility in response to ad hoc guidance from supervisor.
- Demonstrated computer skills in MS-Office Suite (Word, Excel, Outlook and Access) and internet search engines.
- Ability to obtain and maintain a U.S. **Secret** clearance is required.
- Must have a current driver's license.

TO APPLY

- Applications submitted after the closing date will not be considered.
- Applicants must submit a current resume or curriculum vitae in a Microsoft Word or Adobe PDF format.
- Applications exceeding 1 MB will not be accepted.
- Unless specified above, do not provide us with certifications, photographs, or scans of any documentation at this time. Additional documentation may be requested only if the applicant is selected for an interview.
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
- List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note “**V-14-058 Translator**” in the subject line of the email)

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule

DEFINITIONS

1. Eligible Family Member (EFM)

An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such

children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. US Citizen Eligible Family Member (USEFM)

For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM)

EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. Member of Household (MOH)

An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. Not Ordinarily Resident (NOR)

An individual who:

- Is not a citizen of the UAE; and, Does not ordinarily reside (OR, see below) in the UAE; and,

- Is not subject to UAE employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR)

A Foreign National or US citizen who:

- Is a local resident; and,
- Has the ability to obtain requisite UAE residency and work permits; and,
- Is subject to UAE employment laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: October 6, 2014

The US Mission in United Arab Emirates provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.